



# City of Galveston Board Application

Below is a list of key items that are important to consider when applying to serve on a City Board, Commission or Committee:

## **Interviews Required for the Following**

It is suggested that you submit a cover letter of introduction and a resume with this application if you are applying for one of the following boards or committees: Planning Commission, Park Board of Trustees, or Wharves Board. The City Council will conduct interviews of candidates for positions on these boards.

## **Attendance**

In an effort to ensure that each person has the time to dedicate when applying to serve on a City Board, Commission or Committee; City Council adopted Ordinance 15-055 on July 23, 2015 that outlines the attendance requirements for those appointed to serve. While your request for an appointment to a board is on a voluntary basis, it is very important to adhere to the attendance guidelines so that the board, committee or commission you are appointed to is able to address all items on the agenda in a timely fashion. Not being able to have a quorum at the meetings does the citizens of Galveston an injustice if a board, committee or commission is not able to vote on important items due to all members not being present. The full version of Ordinance 15-055 is available online at [galvestontx.gov](http://galvestontx.gov) in the City Charter and Code Section 2-164 or any member of the City Secretary's staff can print it out at your request.

## **Consent to release Email Address and Phone to the Public**

There will be instances where individuals request to speak to member (s) of a board, committee or commission. It would be advantageous if the staff in the City Secretary's office could provide them with the contact information being requested. It is your right to either allow or disallow our office from sharing your email address or telephone number. Please complete and initial the consent below so that our staff knows whether your email and phone number can be given to the public.

<b><i>Public Access</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>
Email Address		
Telephone Number		



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**In order to assist the City Council in making Municipal Board, Commission, and Committee appointments, the following information is requested:**

**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Mailing Address: (If different than home address.)** \_\_\_\_\_

\_\_\_\_\_

**Public Email Address:** \_\_\_\_\_

**Public Phone: (Business, Home or Cell.)** \_\_\_\_\_

**Are you a Galveston Resident?** \_\_\_\_\_ **If so how long?** \_\_\_\_\_

**Please indicate what district you live in:** 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ 6\_\_\_

**Are you are any members of your household currently serving on a City of Galveston Public Appointed Office, Board, Commission or Committee?** \_\_\_\_\_

**If yes please indicate which one:** \_\_\_\_\_

**Have you been convicted of a felony in Texas or any other state without your civil rights having been restored?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Education: (Formal education is not required to be considered for appointment.)**

**Years Completed:** \_\_\_\_\_ **College Attended:** \_\_\_\_\_ **Degree:** \_\_\_\_\_

**Business or Occupation:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



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**Description of Duties:** \_\_\_\_\_

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**Do you, your children or your parents; your spouse; or your spouse's children or parents; or your employer have dealings with any entity or individual that may present a conflict of interest in connection with your service on the board in which you seek to serve? \_\_\_\_\_ ( If yes please explain.) \_\_\_\_\_**

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**Name the board (s) or commission (s) in which you are interested in:** \_\_\_\_\_

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**Please list any prior civic or professional activities:** \_\_\_\_\_

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**Why are you interested in serving on the board (s) or commission (s) listed above:** \_\_\_\_\_

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**Recognizing that serving on a board or commission is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings?** \_\_\_\_\_

**What special training, skills, or experience have you had that would be beneficial to the board (s) or committee (s) that you have interest in:** \_\_\_\_\_

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**Please complete the application and residency affidavit (must be notarized) and return to the City Secretary's Office, 823 Rosenberg, Suite 201 Galveston, Texas 77550. Mailing address: P.O. Box 779, Galveston, Texas 77553-07779. You may also send via email to [citysecretary@galvestontx.gov](mailto:citysecretary@galvestontx.gov).**

**By signing below I understand that the information contained in this application is subject to Public Information Requests pursuant to the Texas Public Information Act.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

State of Texas §

§

City of Galveston

#### AFFIDAVIT OF RESIDENCY AND DOMICILE

Article XIV, Section 11, of The City Charter requires all appointees to City Boards to have resided and been domiciled in the City of Galveston for at least one year immediately preceding the appointment. Section 2-161 of The City Code requires all applicants to City boards, committees and commissions to be domiciled in the City at the time of appointment and during the appointee's tenure.

I acknowledge and understand the City of Galveston defines a "residence" as:

- 1) a fixed place of abode within possession of the defendant;
- 2) occupied or intended to be occupied consistently over a substantial period of time; and
- 3) which is permanent rather than temporary.

I acknowledge and understand that the City of Galveston defines "domicile" as one's "home and fixed place of habitation to which the person intends to return after any temporary absence."

I have resided and been domiciled in the City of Galveston for the one year immediately preceding the date of the application. I am presently domiciled in the City of Galveston, Texas, and if appointed, will remain domiciled in the City of Galveston during the tenure of my appointment.

I agree to abide by all applicable Federal and State laws and provisions of The City Charter and The City Code.

I swear or affirm under oath that have read and understand the above and that I meet all requirements, including residency and domicile requirements and that all information submitted in this application is true and correct.

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Signature of Applicant

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

SUBSCRIBED and SWORN TO before me, the undersigned authority, on this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

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Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_